



EMPLOYMENT OPPORTUNITY

1. RPA #
4101 -GCC

ANALYST'S INITIALS

DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Staff Counsel	POSITION NUMBER 293-200-5778-xxx	TENURE PERMANENT	TIME BASE Full Time	CBID R02
OFFICE OF CA Gambling Control Commission	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$4674 TO \$6818
SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 100 Sacramento, CA 95833 Attn: Susie Hernandez	REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 100			
	SHIFT AND WORKING HOURS DAYS - 8:00 am to 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 263-0700	PUBLIC PHONE NUMBER () -		
SUPERVISED BY AND CLASS TITLE Cy Rickards, Chief Counsel				FILE BY January 31, 2007

The California Gambling Control Commission is a fairly small agency anticipating substantial growth in the near future. Employment with the Commission offers an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates for the Legal Division to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. The Commission is located off of West El Camino Ave. in the South Natomas area with new facilities and ****FREE PARKING****.

JOB DESCRIPTION:

Under the direction of the Chief Counsel, the Staff Counsel performs professional legal work, including providing both Commission Staff and Commission Members legal advice. This position will work with independence in reviewing regulations, providing legal advice to staff and commissioners, presenting agenda items at commission meetings and performing liaison activities with stakeholders and the Attorney General.

SPECIAL PERSONAL CHARACTERISTICS:

Incumbent must have the ability to act independently, manage multiple priorities and projects; and possess excellent verbal as well as written communication skills, including the ability to interact with others in a professional and client-friendly manner.

The Commission is a relatively small organization and the incumbent must have the ability to handle the assignments and/or responsibilities of other attorneys when necessary.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Legal activities take place at Commission office during normal working hours. This position is a predominantly sedentary position that requires a negligible amount of lifting up to 10 pounds of force. There will be an occasional need to travel out of town and to other state offices in the Sacramento area.

SELECTION CRITERIA:

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will consider Training and Development assignment.

